



OFFICE OF FINANCIAL MANAGEMENT

STATE OF WASHINGTON

WASHINGTON STATE CENSUS ENUMERATOR'S MANUAL

FORECASTING DIVISION

APRIL 2000

WHOM TO ENUMERATE

In addition to enumerating all men, women, and children whose usual place of residence is in your census area, you should enumerate the following:

- Household members temporarily absent on business, traveling, or in the hospital for a short stay. This includes newborn babies born before 12:01 a.m. on the official census date.
- Boarders, lodgers, or servants who sleep in the house
- Group quarters population
- Where found, persons with no fixed place of residence.
- College or boarding school students living in your area while attending school in your area.
- Any member of the Armed Forces and his dependents currently living in your area.
- Construction workers living in your area while working in the area with no usual residence in another place.
- Citizens of foreign countries, temporarily here as students or while employed in your area.

WHOM NOT TO ENUMERATE

The following classes or persons may at first glance appear to be household members, but are not considered as residents and should not be counted:

- Persons temporarily visiting with the household who have a usual place of residence elsewhere.
- College students, student nurses or school teachers, who are home on vacation or are spending the weekend at their parent's home. (Remember they are considered residents at the place they receive instruction, training, or where they are engaged in teaching.)
- Servants or other persons employed by the household, but not sleeping in the same house (e.g. babysitter).
- Persons who were formerly members of the household but have since become inmates of penal institutions, homes for the aged and needy, or other places in which they may remain for a long time.
- Persons working and living elsewhere four or more nights a week for a majority of the calendar year.
- Persons who have two places of residence and spend the larger part of the calendar year elsewhere.
- Persons in the Armed Forces of the United States not living in your area.
- Persons from abroad temporarily visiting or traveling in the United States, if they are not foreign students or are not employed here.

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OFFICE OF FINANCIAL MANAGEMENT SUPPORTING STATUTES

The Office of Financial Management is charged with developing accurate and fair population estimates for the allocation of state revenues and program administration. The statutes supporting OFM's population and annexation functions have been in place since 1940 and clearly support the authority of OFM. Sections of pertinent statutes are presented below:

RCW 35.13.260 and 35A.14.700 Determining population of annexed territory—Certificate—As basis for allocation of state funds—Revised certificate. ...the resident population of the annexed territory shall be determined by, or under the direction of, the mayor of the city or town. Such population determination shall consist of an actual enumeration of the population which shall be made in accordance with the practices and policies, and subject to the approval of, the office.

RCW 43.62.040 Assistance to office of financial management—Determination by office of financial management conclusive. The department of revenue or any other state officer or officials of cities, towns, or counties shall upon request of the office of financial management furnish such information, aid, assistance as may be required by the office of Financial Management in the performance of its population studies. The action of the office of financial management in determining population shall be final and conclusive.

- ?? Cities and towns share the same revenue “pie” for per capita allocations. Increases or decreases in any jurisdiction's population change the amount or revenues going to other jurisdictions.
- ?? Special city censuses and annexation censuses are a very important part of the annual population determination process. Enumerations need to be conducted with specific resident definitions, canvass procedures, and other policies and practices that assure accuracy.
- ?? Census information is used to develop basic rates and ratios that enter the calculation of the city's population estimate through the entire decade.
- ?? For example, if a city failed to conduct a systematic field canvass and missed basement living quarters, persons living above garages and workshops—the city's average persons per household would be incorrectly inflated. These concealed units typically have fewer persons per household. The incorrect rate would be used and applied to both old and new housing stock until the next federal or special city census rates were available.
- ?? OFM staff will make every effort to assist and cooperate with cities conducting enumerations. Accuracy will always be a key consideration.

CHAPTER 1 INTRODUCTION

The Enumerator's Manual is a reference for local governments conducting population and housing census. It is meant to be taken into the field for use by the enumerator. The manual describes standard accounting tools and procedures based on 35 years of Washington State census experience. Following the standards outlined in this handbook is essential to the collection of clear, consistent, and reliable population and housing data.

A. Why take a census?

The primary reason for taking a census is to obtain population and housing counts for local governments. These counts are used for the distribution of state revenues for municipal services. This information is later used for other public services, such as health and transportation planning and determining school construction needs.

There are two methods of determining the population of cities and towns in the state of Washington.

1. The Office of Financial Management may estimate the population based on the number of persons per housing unit; or
2. Cities and towns may choose to conduct a special population census.

B. The April 1 Census Date

April 1 is the date used by the United States Bureau of the Census for the national census taken every ten years. Washington State uses the April 1 census date so comparisons between federal and state population and housing data are possible. Taking a census at this time of year also minimizes problems of counting vacationers, seasonal laborers, and other seasonal population in an area.

C. Importance of the Enumerator's Job

A well-planned, properly executed census is the most accurate way of determining the population of any locality. The enumerator's role is of critical importance. Enumerators must be able to quickly and thoroughly count the people and housing units within a designated area. Mistakes can be costly.

For example, if a city of 15,000 population conducted a three-day census with 16 enumerators and if each enumerator missed five people in his area per day, a total of 240 people would be missed in the census. The city would receive approximately \$10,800 less in state revenue if the allocation were \$45 per resident. Thus, it is extremely important that you read this manual and follow the instructions carefully. If you do, you will have little trouble in doing a good job. Without intelligent, conscientious, and well-trained enumerators, a population census is not likely to be complete or accurate. This manual will be in your enumerator's field notebook for reference while you are working. Whenever questions arise, consult the manual. If the solution is still not clear, contact your supervisor. Supervisors should contact the Office of Financial Management if the matter in question is not covered in this manual.

D. An Enumerator's Responsibilities

A census enumerator is responsible for recording the housing units and residents in a specific geographic area. As an enumerator you are expected to:

1. Know who should be counted as residents

Learn the census definition of residents and the circumstances when residents are likely to be miscounted.

Do not omit a person who should be counted; do not include persons who do not qualify as residents.
2. Know how to canvass an area

Be familiar with the census maps prepared for your use and the instructions on how to cover an area in a systematic fashion. Enumerate only within the boundaries of your assigned area.
3. Correct mapping errors

If there are any discrepancies between the map and the roads in your area, make corrections and inform your supervisor.
4. Know how to fill out the census schedule

Learn the specific use of each column on the "Special Population Census Schedule" form. Take care in entering the information you collect. Know how to fill out a callback schedule.
5. Work conscientiously

Follow census procedures exactly and efficiently. State your business in a few words, ask the required questions, make your schedule entries, and then proceed to the next house.
6. Be neat and courteous

While interviewing, you are a public employee and represent the city or town that hired you. Be considerate of the people you contact. Dress appropriately. Do not smoke or chew gum while interviewing.
7. Report to your supervisor daily

Report to your supervisor at least once each day. Turn in your completed schedules, records of work time, and mileage daily.
8. Keep the information confidential

The information you gather is strictly confidential. Only the final city population count will ever be released. Do not discuss any information obtained in your census work with anyone but your supervisor or other authorized personnel.

If your work or conduct is judged unsuitable and does not meet the standards set forth in this manual, you may be subject to dismissal.

E. Daily Routine

Censuses are generally conducted during the last two weeks of March or the first two weeks of April to be close to the April 1 benchmark. The actual duration of the census will depend on the size of the population being enumerated, the number of enumerators used, weather, and other factors.

Enumerator work schedules are generally based on the requirement that the census be completed in as short a time as possible. A workday may be longer or shorter than the standard eight hours. You will receive your assignment and your expected working hours from your supervisor.

1. Day's Work

Census costs are minimized if enumerators are in the field when people are at home and can be counted. Often this will mean that your workday may begin at 3:00 p.m. or later, since many parents work during the week and are not at home until their children are out of school. Enumerators will be expected to work all day on weekends, as people are more likely to be at home on weekends than on workdays. Most enumerators must be available for evening work as required by their supervisor to clear callbacks. One of the best times to catch persons who have been difficult to contact is during the dinner hour. Enumerators are expected to arrange their meals so they can be interviewing at this time. You will be provided with forms to keep an accurate daily record of the work you do, the time you spend, and the miles you drive in carrying out your assignment.

You will be required to report to your supervisor at least once each day. At this time you will turn in your completed schedules, your record of the time you have worked, and the mileage if you have used your car. The daily work and mileage reports will start with the first day of your appointment and continue through the entire period of employment.

2. Assignments/Materials

You will be assigned to specific geographical areas in your city, town, or county. You will be responsible for listing every place where people live and the name of every person (man, woman, and child, including infants) who usually lives and sleeps there. The count of total housing units (including vacant units) is just as important as the population count.

In the field you will need:

- a. A supply of sharpened, soft-lead pencils;
- b. A field notebook containing the Enumerator's Manual and a supply of "Special Population Census Schedule" forms;
- c. A map which clearly indicates the blocks which you are to enumerate; and

d. A doorstep handout explaining the census (optional).

You have no responsibilities outside of your assigned area. When you have completed your assigned blocks in one district, contact your supervisor so you may be given another assignment.

3. Emergencies

If for any reason you cannot work on a particular day, notify your supervisor immediately.

Report all accidents to your supervisor. Auto accidents should be covered by your personal auto insurance. Injury from falls, dog bites, or other causes will generally be covered by State Industrial Insurance, as you are an employee on the city or county payroll.

4. Dismissal

Your employment as an enumerator is temporary. In any census, the number of enumerators employed is greatest on the first day, and declines thereafter. Most enumerators are released when the initial canvass of the census area is completed. A limited number of enumerators may be retained for clearing callbacks and for field checking purposes.

Enumerators may be subject to early dismissal if their work or conduct is not judged suitable in light of the standards set forth in this manual.

CHAPTER 2

MAPS AND CANVASSING

In census terms, canvassing means to go through an area in a systematic manner so that the entire area is examined and no housing units are missed. A good, complete canvass is essential to the accuracy of a census. Enumerators are responsible for the complete canvass of their assigned territory.

A. Census Maps

Enumerator assignments are made in terms of geographical areas designated on a map. Carefully prepared census maps are necessary for a good canvass. You must be able to use maps to work as a census enumerator. This section focuses on the type of maps that are used for census purposes and how the maps are prepared for census use.

1. Type and Scale of Maps

Maps furnished by the city, or occasionally by the state, are used for a city census. City streets and corporate limits are designated on the maps. Often, city blocks are plotted. Usually, your enumerator's map will be of a scale 1 inch to 400 feet.

County road maps are generally used for the enumeration of unincorporated areas. These maps show federal and state highways, county roads, section lines, and some geographical features. County road maps used are usually a smaller scale, but are at least 1 inch to 1 mile.

2. Census Boundaries

Boundaries entered on your map will consist of a) city or county boundaries, and b) federal census geographical area boundaries. The U.S. Bureau of the Census designates several standard geographical areas for enumeration and tabulation purposes (Table 1). These areas are used during a special census so population and housing unit changes since the last federal census can be examined.

As can be seen in Table 1, the type of census boundaries designated for metropolitan counties and non-metropolitan counties are different. The boundaries indicated on your enumerator's map will depend on the county in which the census is being conducted. The boundaries will be marked as follows:

a. Municipal Boundaries

All city boundaries in the census area will be marked in green. If the area to be censused is a city, the municipal boundary will delimit the total area to be canvassed.

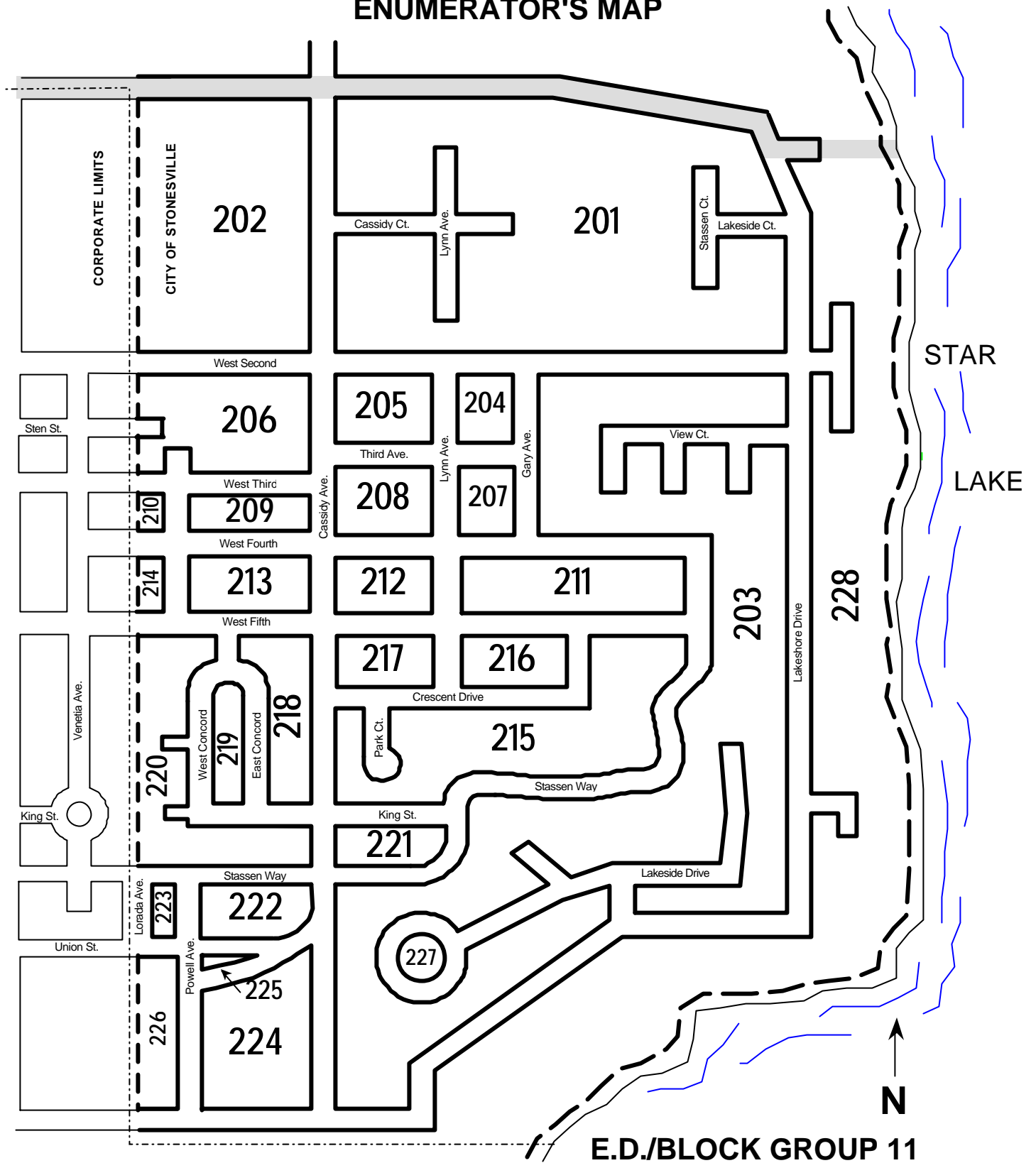
b. Census Division – Block Numbering Area – Census Tract

Census divisions, block numbering areas or census tracts are subdivisions of the area within counties. These areas will be marked in red. The use of block numbering areas or census tract boundaries in cities often poses a problem in that the boundaries of these units usually do not coincide with corporate limits. Only the area within the corporate limits will be canvassed.

TABLE 1

Geographical Area	Average Population Size	Correspondence between Geographical Area and Corporate Boundaries
1. Metropolitan Counties		
Census Tracts	4,000	Boundaries may or may not coincide
Block Groups	820	Boundaries may or may not coincide
Blocks	90	Boundaries may or may not coincide
2. Non-Metropolitan Counties		
Census County Divisions	4,000	Boundaries may or may not coincide
Block Numbering Areas	4,000	Boundaries may or may not coincide
Block Groups	820	Boundaries may or may not coincide
Blocks	90	Boundaries may or may not coincide

ENUMERATOR'S MAP



c. Block Group – Enumeration District

Block groups or enumeration districts are simply groups of blocks within the census division, block numbering areas or census tracts. Block groups or enumeration districts will be indicated in orange or blue.

Since the 1990 federal census, all enumeration districts have been eliminated, because the Bureau of the Census has divided the entire nation into blocks. Transitionally, the terms “block group” and “enumeration district” will be used interchangeably.

Block groups/enumeration districts are usually assigned to crews and not to an individual enumerator. Your supervisor will make individual assignments within the block groups. Be sure you know which block group(s) you are to work in, and how to get to them, before leaving the office or your home station.

d. Blocks

Enumeration districts and block groups are subdivided into blocks. Blocks are the units in the census area that will be assigned to you. They are usually outlined and numbered in black. In each block, all of the housing units will be contacted and all residents counted.

1) Enclosed Blocks

There are two kinds of blocks. The first kind is a land area bounded on all sides by streets or roads. This kind of block is called an “enclosed” block. It may be a standard square block or irregular in shape. The sample enumerator’s map shows several types of enclosed blocks. Blocks 208, 211, and 224 represent relatively standard square enclosed blocks. Blocks 201 and 203 are irregular enclosed blocks.

2) Non-Enclosed Blocks

The second type of block is a non-enclosed block. It is not bounded on all sides by road and cannot be circled. A non-enclosed block generally is bounded by the city limits or a relatively permanent feature such as a river, lake, or railroad tracks. The boundary of the block that is not a road front will be marked with a broken black line. Blocks 202, 220, and 228 on the sample enumerator’s map represent typical non-enclosed blocks.

3. Correction of Maps

All maps used for census purposes are checked in the field by the supervisory staff to see that the maps accurately represent existing city streets or county roads. Often city maps are outdated and do not show new streets or housing developments. They may also show streets that are planned, but not yet built. Once the city maps are corrected, the corrections are entered on the enumerator maps. The maps you receive of your assigned census area should accurately represent the

existing city streets. However, errors may persist, and you are responsible for noting such errors, correcting them on your field map, and calling them to the attention of your supervisor.

B. Enumerator Routes

There are specific procedures that must be followed when you contact and count the housing units and residents in each of your assigned blocks. These rules are designed to assure an accurate count and facilitate field checking when the enumeration is complete.

1. Area Must Have Numbered Blocks

If your assignment does not consist of one or more numbered blocks with the boundaries carefully outlined, request your supervisor to block and number the area before you begin. It is difficult to accurately enumerate or field check an area that has not been blocked and numbered. Failure to block the census area may jeopardize the certification of the final census results.

2. General Enumeration Route Procedures

It is your personal responsibility to systematically list every person and housing unit in your area. A complete canvass is only possible when you follow the procedures discussed here. Canvass one block at a time. Before starting to enumerate you must first determine the precise boundaries of each block. Check to make sure you have the correct boundaries before proceeding. You must visit only the households located on the side of the street or road belonging in that block. Sometimes it may be difficult to identify boundaries because streets are not identified or because the map does not accurately describe the area. If you are in doubt, consult your supervisor. Listed below are the specific procedures you should follow when enumerating:

a. Start in the Northeast Corner

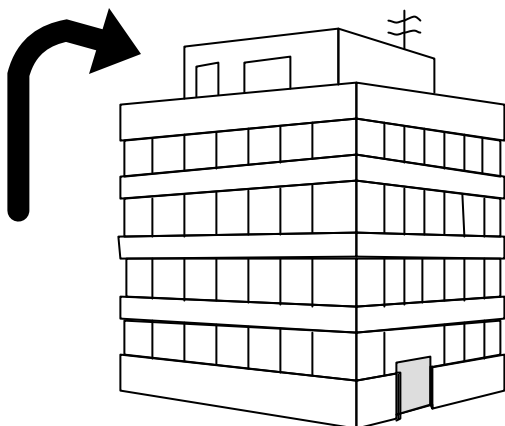
Start each block with the housing unit at or nearest the northeast corner of the block and work in a clockwise direction. North will be indicated on your map by an arrow and the letter "N". The northeast corner is at the top right-hand side of the block when the arrow is pointing north.

Begin at this corner and circle the block in a clockwise direction.

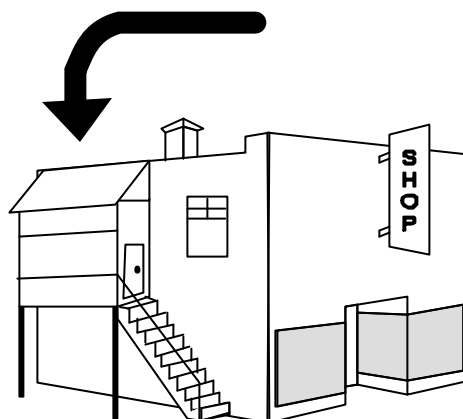
Keep the block you are enumerating on your right side at all times. Stop at each housing unit as you approach it.

b. Look for Concealed Housing Units

As you proceed, look into every passageway, court, and alley for possible places where people may be living, such as shacks, tents, and boats. Inquire and determine whether anyone is living in the back of, or above, places of business, garages, or in basements. Look for side doors or entrances and mailboxes and telephone lines that could lead to units that might not be obvious. Inquire whether a watchman or caretaker lives in any factory or large business establishment located in your assigned block.



Office structures may have living accommodations in the basement, on the top floor, or in some other part of the building.



Do not overlook the possibility of persons living behind, above, or below business establishments.

c. Consecutively Number Housing Units

Work your way around the block checking and recording the addresses and numbering each unit in sequence on the census schedules. If the housing units within a building, (such as in an apartment house or in a trailer court), are designated by number or letter, list and enumerate them in consecutive order. If they are not numbered or lettered, proceed in a systematic manner and make a sketch of the route followed.

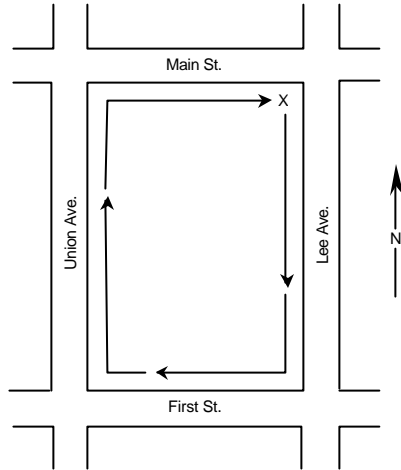
d. Never Stop Enumerating in the Middle of a Block

Before you leave the block, make absolutely certain that you have found and enumerated every place where people may be living. Arrange meals and reporting to your supervisor so you do not stop enumerating until you have completely canvassed the block you are working on. If the area is sparsely settled, record the place on the map where each house is located.

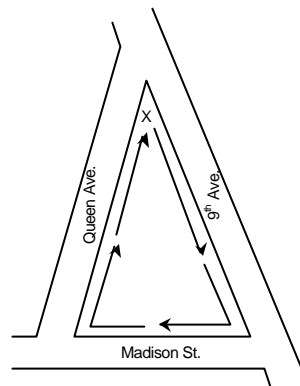
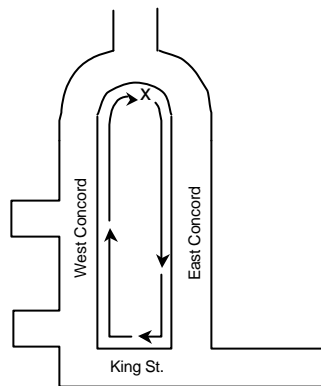
You are not to deviate from the specified procedures in any way. Otherwise, it will not be possible to locate callbacks and to check your enumeration in the field.

CANVASSING PROCEDURES

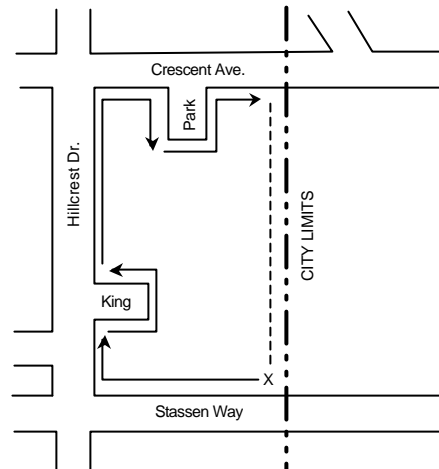
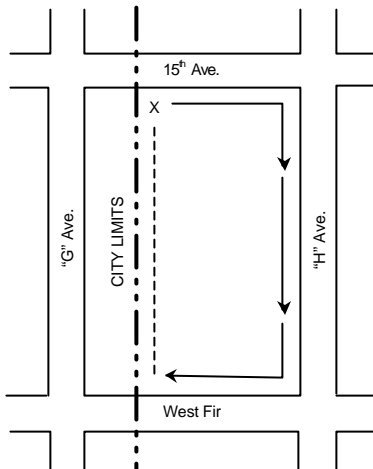
1. Start at the Northeast Corner of a standard enclosed block.



2. Start at approximate Northeast Corner of an irregular enclosed block and write address of first house on the map.



3. Start where you can complete the block without backtracking on a non-enclosed block.



3. Procedure for Unusual Blocks

To canvass an irregular enclosed block, begin at approximately the northeast corner and indicate the first address on your map.

Non-enclosed blocks usually require special procedures. These procedures are legitimate exceptions to starting at the northeast corner. On a non-enclosed block start at a point that enables you to enumerate in a clockwise direction and complete the block without having to backtrack.

Whenever deviating from the standard procedure, it is important that you clearly mark the location and address of the house where you started on your map.

4. Correct Map if Necessary

If there are lanes or dead-end streets on your route, follow along them, enumerating each building as it comes up on your right. If any alleys or roads are not marked on your map, draw in the correction and report it to your supervisor.

CHAPTER 3

CENSUS DEFINITIONS AND DATA COLLECTION PROCEDURES

These special population census procedures have been designed to obtain a complete, 100 percent, count of the number of housing units and the number of persons who are residents in an assigned area on the official census date. To obtain an accurate count the census definition presented in this section must be clearly understood.

I. CENSUS DEFINITIONS: HOUSING UNITS

As a census enumerator, you must be familiar with several census definitions to accurately count the housing units in your enumeration area. Definitions relating to the count of housing units are presented below.

A. Housing Unit

A housing unit is one or more rooms intended for permanent occupancy as separate living quarters. A housing unit is a house, and apartment, a mobile home, a group of rooms, or a single room occupied (or if vacant, intended for occupancy) as separate living quarters. Separate living quarters are those in which the occupants live separately from any other people in the building and which have direct access from the outside of the building or through a common hall. The occupants may be a single family, one person living alone, two or more families living together, or any other group of related or unrelated people who share living arrangements. In prior censuses complete kitchen facilities were also required. This is no longer true. Living separately with “separate” access is now the only requirement.

1. Occupied Housing Unit

A housing unit is occupied if a household of one or more resident persons usually lives and sleeps there. A housing unit is considered occupied if the residents are only temporarily absent.

2. Vacant Housing Unit

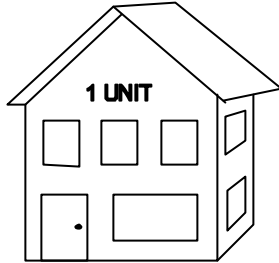
A housing unit is vacant if it is either without occupants or temporarily occupied by persons whose usual place of residence is elsewhere. A unit from which the occupants are temporarily absent (on a vacation, etc.) is not considered a vacant unit. Do not assume a house is vacant until you have sufficient evidence that this is so. All vacant housing units must be counted in your census area.

Time-share condominiums are generally vacant housing units because the occupants usually have a permanent residence elsewhere.

a. Housing Structures not Considered Housing Units if Vacant

Several types of housing units are not counted (or considered) housing units if they are not occupied. These include:

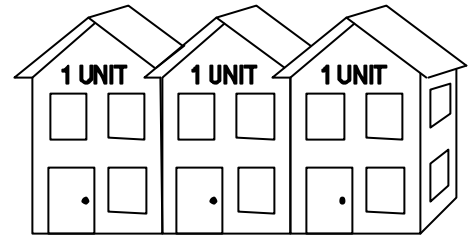
EXAMPLES OF STRUCTURE TYPES



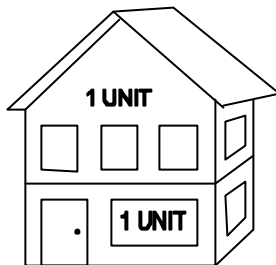
1 Structure with
1 Housing unit



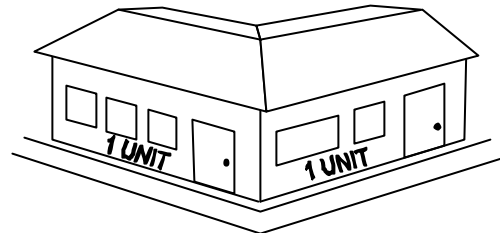
1 Structure with
1 Housing Unit



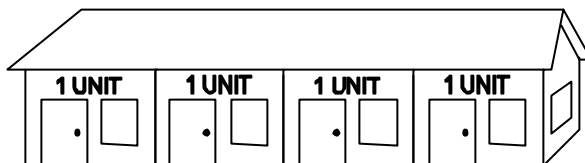
1 Structure with
3 Housing Units



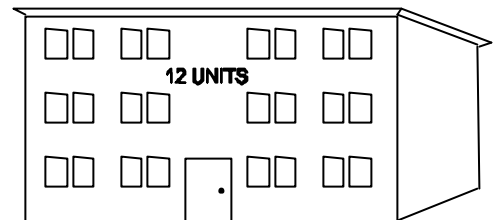
1 Structure with
2 Housing Units



1 Structure with
2 Housing Units



1 Structure with
4 Housing Units



1 Structure with
5+ Housing Units

- 1) Dilapidated or derelict housing structures that are not considered fit for human habitation. Do not list a derelict housing unit if it has any of the following: broken windows, doors missing or swinging open, part of the roof or walls missing, or part of the building has burnt or collapsed.
- 2) Housing units obviously being used for storage
- 3) Recreational boats
- 4) Tents
- 5) Other objects or structures not originally intended for permanent living quarters which may occasionally “house” someone that has no other living place, such as motor homes, travel trailers, automobiles, boxcars, packing boxes, etc.

b. Housing Units Under Construction

Housing units under construction that have reached the stage where the entire exterior shell is in place are listed as “VNC” (“vacant new construction”) on the census schedule. The exterior shell includes the roof, walls, windows, and doors in place.

B. Classification of Units by Structure

The buildings in which people live often contain more than one housing unit under a single roof. It is important that multi-unit structures be distinguished from one-unit or single-family structures on your census schedules.

The housing structures in your enumeration area will be classified on your census schedule as 1-unit, 2-units, 3-units, 4-units, 5+-units, mobile homes/trailers, or specials.

Consider the way houses and apartments are used rather than the way they are built. A building may have more or fewer housing units than its structure indicates; apartments may be added to single-family houses or duplexes may be modified for single-family use. Classify the structure as it is now, rather than as it was. A single family home with an apartment downstairs is classified as a 2-unit structure (duplex). A duplex that has been converted to a single family home is classified as a 1-unit structure (single family).

Classification of structure type is determined by the number of housing units within the building. A building with three housing units is classified as a 3-unit structure. A building containing seven housing units would be considered a 5+-unit structure. Duplexes, quadruplexes, and large apartment houses are all multi-unit structures. Condominiums, including time-share condominiums, are also classified as multi-unit structures. Often a large apartment complex will have several buildings with many units in each building.

Row houses are often classified as single-family or one-unit structures if single family structures in a row are separated from each other by walls that extend from ground to roof. If you have any questions about a specific structure, consult your supervisor.

C. Mobile Home/Trailer

The mobile home/trailer category represents movable housing units intended for permanent occupancy that are on private lots or in mobile home and trailer parks. Both occupied and vacant mobile homes and house trailers should be included in the census.

1. Doublewide mobile homes on cement or brick foundations are considered living structures and are classified in the mobile home/trailer category.
2. Vacant trailer pads or empty slots in mobile home parks are not counted, as no housing structure is present.
3. Travel trailers, occupied on a permanent basis as a person's usual place of residence, are not listed in the mobile home/trailer category, but in the category of SPECIALS, which follows.

D. Special Housing Units

Recreational-type living quarters, *which are not intended to be occupied as permanent living quarters* (e.g., travel trailers, motor homes), and unusual living quarters (e.g., boats, boxcars, tents), are only counted as housing units when occupied by persons meeting "resident" criteria.

E. Household

A household is an occupied housing unit. It may be a single-person household, a household where unrelated persons live together, or a family household.

F. Group Quarters

Group quarters are living arrangements that reflect other than ordinary household life. Group quarters populations are found most frequently in nursing homes, student residence halls, and on military establishments, including population residing on military vessels. Facilities that house group quarters population are not counted as housing units.

Group quarters population falls into two categories, Inmates of Institutions and Other Group Quarters.

1. Institutional Group Quarters

Persons in long-term care or custodial facilities at the time of the enumeration are considered to be in institutional group quarters. They are counted as inmates of an institution regardless of the number of persons in such places. Typical institutional facilities are indicated below:

- a. Specialized medical care facilities (mental institutions, institutions for the deaf, blind, or mentally handicapped);
- b. Orphanages;
- c. Correctional institutions; and
- d. Specialized care group homes: juvenile detention group homes, homes for unmarried mothers, homes, handicapped or mentally retarded group homes.

2. Other Group Quarters

Other group quarters consist of persons residing in certain other types of living arrangements. These include:

- ?? Military barracks
- ?? College dormitories, sororities, of fraternities
- ?? Hospital patients who have no other place of usual residence
- ?? Staff members in institutional quarters
- ?? Missions, flophouses, Salvation Army or other shelters, railroad stations

II. CENSUS DEFINITION: RESIDENT

As a census enumerator you must be familiar with the census definition of resident to accurately count the people in your area. The definition of resident is the most critical of all census definitions and includes several special cases. Residency is generally determined on the basis of where persons usually sleep on a weekly basis or for the majority of the year if persons divide their time between two or more residences.

A. Residents

Remember that the purpose of the census is to list all persons who usually live in the houses or other buildings in the area covered by the census. In general, this means persons who usually sleep in the housing units in the census area are residents. Persons who sleep consecutive nights in one locality to be near their place of work and sleep in another locality on the weekends or during other non-work periods are considered residents of the housing unit in which they spend most of their nights during a week. A person who has more than one home and divides time between them is considered a resident where he spends the larger part of the calendar year.

B. Special Cases of Resident

It is important that you know several special cases of resident so you can accurately enumerate the people in your census area. Special cases of residency are presented in the following table.

TABLE OF RESIDENCE RULES

This table is divided into two columns. The type of person (student, member of the Armed Forces, etc.) is described in the left-hand column. The right-hand column tells you whether the person is a resident of this household or some other place.

Type of Person	Resident of
1. Lives in this household but is temporarily absent on a visit, business trip, vacation, or in connection with job (bus driver, traveling salesperson, boat operator, etc.)	This household
2. Lives in this household on weekends only. Works most of the week in another place and maintains a room or apartment there	The other place
3. Lives in this household, but is in a general or VA hospital, including new babies in the hospital who have not yet been brought home	This household (unless in a psychiatric, TB, chronic ward, etc.; if so, count in the hospital)
4. Members of the Armed Forces:	
a. Living on military installation	The military installation
b. Stationed on nearby installation but living off base in this household	This household
c. Assigned to a military vessel which is "deployed" to the 6 th or 7 th fleet	The vessel
OR	
The home port of the vessel is 50 miles or more away from this household	The vessel
d. Assigned to a military vessel which is not deployed to the 6 th or 7 th fleet <u>and</u> the household is within 50 miles of the home port of this vessel	This household
5. Officer or crew member of a merchant vessel, vessel engaged in coastwide, intercoastal, or foreign transportation (including Great Lakes)	The Vessel
6. Officer or crew member of a merchant vessel engaged in inland waterway transportation	This household
7. College Student:	
a. Not living in this household during school year – here only on vacation	Place where they live while attending college
b. Living in this household during the school year	This household

TABLE OF RESIDENCE RULES (Continued)

Type of Person	Resident of
8. Student away while attending school below college level (other than students at institutional-type schools) or students attending boarding schools such as Bureau of Indian Affairs (BIA) boarding school	This household
9. Nurse living in hospital, nurses' home, etc.	Hospital, nurses' home
10. Family members working and living away from home 4 or more nights a week for the majority of the calendar year	Place where they live while working away from home
11. Person who has more than one home and divides time between them	List a place where he/she spends largest part of the calendar year
12. American citizen abroad:	
a. On vacation or temporarily away in connection with his or her work	This household
b. Employed by U.S. Government with place of duty abroad or member of the family of such person living with him or her	DO NOT LIST
c. Any other American working or living abroad for extended period of time	DO NOT LIST
13. Persons in special places where people usually stay for long periods of time, such as correctional or penal institutions, penitentiaries, jails, workhouses, reformatories, convict camps, schools for delinquents (regardless of length of sentence or stay), mental institutions, homes for the needy or aged, hospitals and asylums for the chronically ill and handicapped, homes or schools for the deaf, blind or mentally retarded	The special place
14. Members of religious order living in a monastery, convent, etc.	The monastery or convent
15. Persons in places which have shifting populations such as railroad camps, and highway and other construction camps composed mainly of persons with no fixed residence	The camp/construction camp if no usual residence elsewhere

TABLE OF RESIDENCE RULES (Continued)

Type of Person	Resident of
16. Citizens of a foreign country:	
a. Studying or working in the United States or the members of the family of such person living with him or her	This household
b. Temporarily traveling or visiting the U.S.	DO NOT LIST
c. Living on the premises of an Embassy, Ministry, Legation, Chancellery, or Consulate	DO NOT LIST
17. Domestic servants who “live-in”	Determine if the servant occupies a housing unit separate from the main household. If YES, list the separate unit and occupant on the census schedule. If NO, list person with the household members on the census schedule.

C. Residence as of Official Census Date

The official census date is usually April 1, but may differ as many special censuses are conducted at other times of the year. All persons living at 12:01 a.m. on the census date must be counted. Babies born after 12:01 a.m. and persons dying before 12:01 a.m. should not be counted. Similarly, persons moving in after that time are not counted as residents, nor are those moving out before that time. Persons moving to a new house on census day are counted at the home they are leaving.

III. CENSUS PROCEDURES

A. The Interview

A publicity program is usually prepared prior to enumeration to assist you in your contacts with individual residents. Nevertheless, your manner of approach will determine much of your success in obtaining the desired information. It may make the difference between full cooperation of the respondent and absolute refusal to reveal any information.

1. Check the Address First

Before you knock at the door you should check to see if you are enumerating the correct house. If you are, write down the street name and number in the space provided on the interview schedule and proceed to call on the occupant. If there is any question about the address, check with the residents. A “No Solicitors Allowed” sign may be disregarded. Enumerators are not solicitors, but temporary local government employees.

2. Collection of Initial Information

When a competent individual answers your call, immediately introduce yourself and state your business. Use a courteous and confident manner. Be prepared to explain the reasons for the census and for the questions you ask.

Conduct the interview at the door. Do not enter the housing unit, even though you may be invited inside. You may often turn down an invitation to enter the house by saying, “This will just take a minute”.

List each resident of the housing unit by name on the census schedule. The list of names is an accounting tool that helps to ensure an accurate and verifiable count.

3. Screening

Screen the information you have recorded. Ask about persons who may be away for a short time but normally live in the unit. You may find people who were forgotten or persons the respondent thought should not be counted.

Next, inquire about each person you have entered on the census schedule. If a person has been listed who is not a resident by the census definition (e.g. a college student who attends school in another community), draw a line through the name and write the word “VOID” over the name. If it is necessary to “VOID” a name, do it as inconspicuously as possible. Respondents tend to object when persons considered family members are eliminated from the census.

Be sure no persons have been missed. If you see signs of children and no children's names are listed, ask if any children live in the house. Inquire whether others live on the premises. You might ask, "Is there anyone else who lives in this building, or on this property?" Thank the respondent and continue to the next housing unit.

4. Typical Interview

Introduce yourself..... "Hello, I am the census taker for your area."

Obtain the names of the
usual residents..... "I need the names of the persons usually
residing in this house, starting with an adult."

Check for persons
temporarily away..... "Is there anyone who usually lives here but
is away on a trip or in the hospital?"

Investigate whether
persons listed are residents..... "Do all these people usually sleep here at least
four nights a week, or for most of the year?"

Inquire about children
(if appropriate)..... "Do any children live here?"

Ask about others
living on the property "Does anyone else live in this house or on the
property?"

Thank the respondent..... "Thank you for your cooperation."

5. Frequent Questions

Most people are willing to give the information required by the census, especially if the census has received good press coverage. Some residents may be hesitant and will ask questions. Some frequent questions and suggested answers follow.

Question: What is the purpose of this census?

Answer: State government funds for public services are allocated on the basis of population size. City (county) officials want to make sure they receive the proper amount of funding.

Question: Who receives the information?

Answer: All information is strictly confidential. The state population staff and the city (county) staff restrict access to the actual census information. Only the total number of persons and housing units is released.

Question: Why are the full names required?

Answer: They help to assure that people are not missed or counted twice in the census.

In most cases, simple and brief answers will be sufficient to gain cooperation. See example of a doorstep handout, which may be copied and used.

6. The Problem Situation

If the occupant remains unwilling to provide information after your explanations, do not press the matter. Politely excuse yourself and try to obtain the information from a neighbor. If you cannot obtain the information from a neighbor, report the situation to your supervisor.

B. The Callback and Callback Procedures

Callbacks are return visits to a house when no one is home during the initial canvass. When the residents are not home, you are required to fill out a separate callback schedule. Specific instructions on how to fill out a callback schedule are in Section IV.

1. Obtain Preliminary Information from Neighbors

When you are unable to find someone at home, return to the last person enumerated who may be able to provide the information about persons residing in the next house. Every effort should be made to obtain the following information:

- ?? The names of the residents
- ?? A place of employment
- ?? The times when someone is likely to be home
- ?? Another person on the block or in the area who is likely to know more about the family

Enter the information provided by neighbors on the callback schedule. This information is valuable in helping to make direct contact with the residents of the house at another time.

If the needed census information can be provided by one neighbor, and verified by a second neighbor, the information can be accepted and further efforts to contact the members of the house who are away are not needed. All questionably vacant units must be verified by neighbors.

EXAMPLE OF DOORSTEP HANDOUT

**OFFICE OF FINANCIAL MANAGEMENT
STATE OF WASHINGTON
SPECIAL POPULATION CENSUS REQUIREMENTS**

Each year the state allocates nearly \$150 million to cities and towns for municipal services, such as fire and police protection and public health programs.

The revenues are allocated on the basis of a city's population size. Your city is conducting an actual door-to-door count to assure an accurate distribution of revenues.

State certification of your city's census requires that persons living in each household or group quarter facility be identified by name.

Population counts for a selected number of households will be verified in the field by state staff. A listing of names provides a means of verifying the counts and identifying the source of discrepancies.

A listing of names is the only means of identifying duplicate counts, which are a persistent problem in census tabulations.

The information you provide will be kept strictly confidential. Only the final city population count will ever be released.

Please do not confuse the current city census with surveys conducted by private firms intending to publish a city directory or sell a mailing list. The state will not use the names to develop a directory or mailing list. The names will only be used to verify the city's count.

Your cooperation is essential. If you have any questions, please contact your city officials or population staff at the Office of Financial Management in Olympia at (360) 902-0599.

2. Leave a Callback Telephone Notice at the Time of the Initial Canvass (Optional)

If you are unable to obtain the needed census information from neighbors, leave a callback telephone notice (if your supervisor has provided them). Telephone notices are usually provided to assist enumerators in larger cities. They are not generally used in cities of less than 1,000 persons. These notices briefly explain the purpose of the census and request a member of the household to contact the census office within 24 hours. When leaving a telephone notice, use the following procedure.

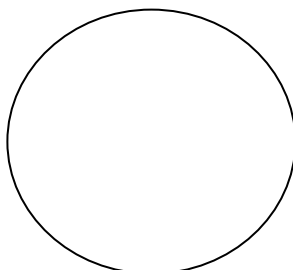
- a. Enter the date and all the information needed to identify the housing unit at the bottom of the callback Telephone Notice.
- b. Enter "Telephone Notice" or "TN" and the date the notice was left on the callback schedule you have filled out on the house.
- c. Hang the Telephone Notice on the doorknob or leave it in a conspicuous place near the door.
- d. Wait at least one full day before you attempt to contact the residents of the house again.
- e. Obtain as much information from the neighbors as possible because the residents may prove to be impossible to contact during the census. If this occurs, the neighbor's information will be used.

3. Final Disposition of the Callback: Best Information Required

Accurate census information can only be secured by making direct contact with the residents of each household. Several methods can be used to contact the household residents after the initial canvass if they do not respond to the callback telephone notice (if used). Acceptable procedures for clearing a callback are listed below:

- a. Phone
Attempt to contact a member of the household at work or at home by phone if sufficient information is available to do so. Clearing a callback by phone is the fastest and least costly method and may be done by office staff.
- b. Re-canvass the Household
Revisit the household at a different time of day. If unsuccessful, neighbors who were not at home at the time of the first visit might now be able to provide information to verify the names of the residents given by another neighbor.

TELEPHONE NOTICE



OFFICIAL 2000 POPULATION CENSUS

City of Stonesville

I missed you today when I called to talk to you about the 2000 Stonesville Population Census. We'd like to make sure all persons living in your household are counted so our area will receive the full amount of government funds allotted on the basis of population for public services.

This information is strictly confidential.

For your convenience, we can take the information by phone.

Please call _____ between the hours of 8 A.M. and 8 P.M. Monday – Sunday.

When you call, please help us locate you by giving us this information:

Date: _____

Block Group: _____

Block: _____

Housing Unit Number: _____

THANK YOU FOR YOUR HELP!

Census Enumerator

c. Re-canvass the Neighbors

If all the above attempts to contact the residents of a house fail, information supplied by a neighbor on the name or number of persons living in the house can be used, even if not verified by a second neighbor. Be cautious if the residents of a house have proved difficult to contact. Often such houses are held for occasional use and the household members have a usual place of residence elsewhere.

When callbacks are cleared, record the information in the callback schedule in accordance with the instructions in Section IV. Any uncleared callbacks will be considered vacant units when the final census results are tabulated.

C. Special Enumeration Procedures

In several cases, special enumeration procedures are required. These procedures are designed to speed up the enumeration, improve the accuracy of the census, and avoid conflicts with the residents of the census area.

1. Group Quarters

Notify your supervisor before enumerating any large group quarters facility in your territory. Your supervisor may make the initial contact to obtain a listing of residents, which can be transferred or attached to the census schedules. The following enumeration procedure should be used:

- a. The group quarters facility is not counted as a housing unit.
- b. The census schedules must be clearly identified as GROUP QUARTERS, with all of the census identifiers, and the name and address of the facility indicated at the top.
- c. The names of all residents who are living in group quarters arrangement in the facility must be listed, or attached to the census schedules.
- d. Resident “live-in” staff who have separate living quarters in the facility are listed on the regular census schedules and their separate living quarters are counted as housing units.

2. Large Apartment Complexes

Persons living in large apartment complexes are often difficult to contact. Obtaining the required census information from apartment managers, rather than contacting the persons in each unit, has proven to be inaccurate. The following enumeration procedure should be used.

- a. Contact the apartment manager before you begin enumerating. Explain your activities, the purpose of the census, and obtain a listing of vacant units. Be careful to explain to the manager that a “rented” unit may be vacant. Often “rented” units are not yet occupied, and persons in the process of moving at the time of the census are counted as residents of the housing unit they are

leaving. Inform the manager you may need additional assistance if persons in some units prove to be very difficult to contact.

- b. Use standard enumeration and callback procedures to enumerate the complex. Dinner and evening hours should be the most productive enumeration period unless most residents of a complex are elderly.
- c. Re-contact the manager to secure a listing of the residents, by name, for those units you have been unable to contact after two visits.
- d. Use the names provided by the manager to attempt to make evening contacts by telephone.
- e. When all attempts at direct contact fail, record the names provided by the manager on the census schedule. Be sure the manager's information agrees with any other information furnished by persons in neighboring apartments.

3. Hotels, Motels, Lodges, and the Like

Hotels, motels, and lodges are intended to temporarily house transient "guests". They do, however, sometimes rent quarters on a permanent basis, or may house persons who have no usual place of residence. Such persons should be counted in a census. Contact the manager or other responsible person as he or she is the only person who knows who are permanent occupants or transient guests. The following enumeration procedure should be used:

- a. Resident managers or staff living in separate living quarters should be listed and their quarters counted as housing units.
- b. Permanent occupants should be counted and their living quarters counted as housing units.
- c. Quarters rented to persons with no usual place of residence elsewhere should be counted in the Special category (see 4 below).
- d. Do not count vacant units, as they are not intended for permanent occupancy and do not meet the definition of housing unit.
- e. If over 75 percent of the units are filled with permanent residents, all vacancies should be counted as vacant units.

4. Specials

The specials category of housing unit structure type is a catch-all for all types of irregular living quarters that are not ordinarily considered to be housing units.

Specials are living quarters that are not intended for permanent occupancy and often are not intended as living quarters. Specials and their occupants are counted only if the occupants are residents according to the Table of Residents rules. Common units classified as Specials are: recreational vehicles, travel trailers, tents, boats, barns, and boxcars. Often motels and hotels rent a few rooms to persons who have no other residence. These rooms are Special units.

Occasionally you will find persons living on boats in marinas. Contact the manager or other responsible person to determine which boats have permanent occupants or persons with no usual place of residence. Persons and boats meeting residency requirements should be counted in the Special category.

5. New Construction

New construction poses two major enumeration problems.

- a. The first problem is how to identify which units under construction should be counted. Housing units under construction are included in the census count as “vacant units” when construction has reached the stage where the entire exterior shell is in place. That is, the roof, walls, windows, and doors are in place, and the interior of the unit is protected from the wind and rain. Units meeting this basic criteria should be listed as “vacant new construction” on the census schedule.
- b. The second problem is knowing what has been included and excluded from the census count. Recording the location of units that have been included in the census facilitates the counting of units completed at a later date.

Lot maps should be provided by your supervisor for new construction areas. Draw symbols on each lot when the house has been included in the census. Please date the map. You should receive specific instructions from your supervisor on reporting procedures.

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CHAPTER 4

MAIL-OUT/MAIL-BACK CENSUS PROCEDURES

A physical systematic canvass with door-to-door enumeration is the most accurate way to count population. However, in some circumstances, the Office of Financial Management may approve a mail-out/mail-back census. At present, mail-out censuses are typically used for population counts required for annexations. They are used for suburban type annexation parcels where no enumeration problems are anticipated.

A mail-out census may be more costly in terms of time and money than a door-to-door enumeration. Required mail-out census procedures are nearly identical to door-to-door enumeration procedures. The main difference is that the data collection sheet is mailed to each house in the census area. Mail-out census requirements, the special data collection sheet, and other issues are briefly discussed below.

Please be advised that each census area must be individually approved for mail-out procedures. This is true even if your city has used mail-out procedures in the past. Many areas are not suited to a mail-out/mail-back enumeration. A special Mail-out/Mail-back Census Sheet format is available by contacting the Office of Financial Management. A special sheet is required because it collects information on housing type, and screens for the resident status of household members.

A. Mail-out/Mail-back Census Requirements

1. Pre-Authorization for a Mail-out/Mail-back census is required.
2. Census mapping and canvassing procedures as described in Chapter 2 are required to develop an accurate mailing list.

The mailing list needs to be developed and verified in the field by a systematic canvass **before** the mailing. House addresses and housing unit sequence numbers, by block, need to be entered on each form prior to mailing. Housing unit sequence numbers, developed in the clockwise block enumeration pattern, allow quick and accurate field checking of census results.

Additional/missed units, possible vacancies, and new construction vacancies should be identified in this pre-mailing canvass. Enumerators that are following up to obtain information from non-responding households and/or verifying vacancies do not usually perform adequate field checks. Their coverage of the census area is not systematic.

All non-responding households need to be cleared by fieldwork in the same manner as in a door-to-door enumeration as specified in Chapter 3. That is, non-responding households need to be contacted. After several unsuccessful visits, the necessary information may be collected from the neighbors (See Section B. in III Census Procedures). Some non-responding households will be vacancies.

3. A census sheet of special design is used for mail-out purposes. Although there is only one house per page on the mail-out sheets, these forms collect the same information as in the door-to-door enumeration. The information should be

collected, edited, and tabulated in essentially the same fashion as described in Chapter 4.

Be sure to clarify anything on the sheets that may lead to questions in the OFM editing process. The list of valid names on each sheet should match the population count at the bottom of each page. Ineligible names/persons on the sheet should always be clearly lined out and “VOIDED”. Tabulation is handled in exactly the same manner as when the door-to door sheets are tabulated.

If respondent identifies a housing unit not previously identified, please complete a new census sheet. Assign the housing unit the next available housing unit sequence number; do not re-sequence all housing units. Examples of missed units are basement apartments, “mother-in-law” apartments, apartments over detached garages, guest houses, other separate housing units behind primary housing unit.

B. The Mail-out/Mail-back Census Sheet

A special Mail-out sheet is required because it collects information on housing type and screens for the resident status of household members. In the door-to-door census, the enumerator collects housing unit type data and screens for residency. The format for these sheets will be provided when it is determined that a mail-out census is appropriate.

C. Issues Related to Mail-out/Mail-back Census Procedures

The fieldwork required for mail-out collection procedures makes the mail-out census comparable to door-to-door procedures in time, cost, and accuracy. Accuracy is the key. Just mailing to an address list obtained from the county assessor or another source would be less costly than a detailed and careful door-to-door enumeration—but accuracy would be sacrificed. Address lists are not comparable to housing in an area. The lists need to be checked and corrected by fieldwork. In preparation for the Census 2000 mailings, the Census Bureau identified major problems with the postal stop address lists and needed to canvass the urban areas where they originally felt the postal stop addresses would be sufficient. Address lists from any source are not sufficiently accurate for an enumeration. Failure to check the addresses in the field will jeopardize certification of the census.

Contact the Forecasting Division at (360) 902-0599 for additional information about the Mail-out/Mail-back enumeration procedures.

CHAPTER 5

COMPLETING THE CENSUS SCHEDULES

A. How to complete a Census Schedule

Complete census schedules using a soft-lead pencil. Do not recopy schedules; void entries made in error. Check each line on the schedule for completeness, legibility, and accuracy.

Use a new series of schedules each time you begin a block and list no more than 25 persons per page. Make notations on the schedule to clarify information which may be confusing to the office staff; for example, two units may have the same address when an apartment is added to a building.

Know which information is essential for each column of the census schedule. Review the examples of completed forms at the end of the manual.

1. City and Area Identifiers

Before you begin enter the Year, the City Name, the Enumeration District/Block Group/Tract, Block Number, Page Number, and your Initials.

2. Column Entries

Specific column entries are described below by column number.

COLUMN

INFORMATION

(1) Street or Road

Enter the complete name of the street. Example: 18th Avenue SE, not 18th. In a rural area, identify the actual road. Do not use route numbers. Entries should be written along the length of the form. Indicate the beginning and end of the street.

(2) House Address

Enter the house address number of the housing unit. If a house numbering system does not exist, describe the structure so it can be identified and located – “white shingle corner house”.

(3) Apartment Number

Write the apartment number or letter for multi-unit structures. If a structure contains two or more unnumbered units, assign a sequential number to each unit. For mobile homes/trailers located in mobile home parks, enter the space number.

(4) Housing Unit Sequence Number

Consecutively number every unit in the block, whether occupied, vacant or callback unit. Start the housing count at one on each block. Continue the sequence through all pages used for the blocks. If you find more than one unit at an address, assign consecutive numbers to each unit.

COLUMN**INFORMATION**

(5) Number of Units
in Structure

Use one of the following to describe the total number of housing units in a frame structure.

- 1 – Single family residence
- 2 – Two separate living quarters
- 3 – Three separate living quarters or triplex
- 4 – Four units or quadruplex
- 5+ - Five or more units

(6) Mobile Home/Trailer

Circle MH/T if the unit is a mobile home or house trailer.

(7) Special

Circle SPEC if the unit falls into the Specials category. (Identify the type of special in small print, or use the back of the schedule if necessary.)

Make one entry in either column 5, column 6, or column 7. For example, a mobile home cannot be classified as a single-family unit. Circle "MH" for a mobile home and do not make any entries in columns 5 and 7.

(8) Name of Each Person
Whose Usual Place of
Residence on the Date of
Enumeration was in This
Household

List the last name, first name, and middle initial of each person in the household or group quarters facility. Use only one line per person. Do not skip lines. Use each line on a schedule before beginning a new schedule for the same block. Complete every line on the schedule before continuing to another sheet even if the residents of one household are split between two pages. If so, write "continued" across columns 2-4 on the first line of the next page.

3. Page Totals

Persons

Count the number of names in column 8 on the page.

Total Housing Units

Count the number of housing unit sequence entries in column 4 on the page.

Vacant Units

Count the number of times the symbol "V" appears in column 8 on the page.

Occupied Units

Count the number of housing unit sequence entries in column 4 that are occupied.

(If the independent counts of vacant and occupied units do not add to the total housing units, recheck the counts.)

B. How to Fill Out a Callback Schedule


A callback is necessary when you cannot obtain the information about the residents of a housing unit because they are not at home during your initial canvass. It is important that you follow the procedures listed below:

1. Enter "C" in Column 8 of the original census schedule.
2. Take a new (blank) census schedule and write the word "Callback" or "CB" across the top.
3. Copy the page identifiers (City/Year/ED/Block No./Enumerator, etc.) and the entries in Columns 1-7 from the original sheet to the Callback sheet. Do not omit any of these items.
4. If used, write "Telephone Notice" and the date on a slant toward the bottom of the schedule. Record all attempts to contact residents.
5. Place the callback schedule in your notebook immediately behind the original schedule where the "C" appears for the callback unit. If there is more than one callback on a page, place the callback schedules in the order they appear on the original schedule.
6. Proceed with your enumeration of the block. Question neighbors for information about the "callback" unit. Note this information on the back of the callback schedule.
7. When the callback is cleared by phone or return visit, use the following procedure:
 - a. Enter the names of the residents on the callback schedule.
 - b. Go back to the original schedule and draw a neat line through the "C" that was entered in Column 8 ("C") of the schedule. This will indicate the callback has been cleared.
 - c. If the housing unit is vacant, draw a line through the "C" and enter a "V" next to it. (CV).
8. At the bottom of the page, total only the people. The housing unit is to be counted on the original schedule only.

C. How to Complete Group Quarters Schedules

Group Quarters populations are listed on the regular census schedules. For each facility or other group quarters enumerated, proceed as follows:

1. Complete the identifying area numbers in the upper right of the schedule (ED/Block Group, Block Number, etc.).
2. Start the page numbers with "1" and number through the end of the schedules used.
3. Write "Group Quarters" or "GQ" across the top of each census schedule used.
4. Enter the name, the type of facility, and the address on the first schedule.

- 
5. List the Group Quarters population by names (one line per person) or attach a list of the residents provided by the facility.
 6. Place the completed packet of Group Quarters schedules behind the other completed schedules (listing the household population and housing units) for the block. If there is more than one Group Quarters facility per block, place the individual packets in the order they are located on the block.

CHAPTER 6 COMMON ERRORS

Experience has shown that several types of errors occur repeatedly. Review the errors presented in this section and take care to eliminate them in your census.

A. Duplication

1. Enumerators stray beyond their assigned areas.
2. The wrong unit is enumerated on a return visit.
3. Callback information received by telephone is transferred to the wrong callback schedule.
4. Persons counted in group quarters are also reported as a household member.
5. Children are reported by both parents in a divorced home.
6. A misidentified block combined with the count of an adjacent area is re-canvassed by field checking staff.

B. Misplaced Units


1. Street names are recorded incorrectly, especially at corners.
2. Housing units outside of the city limits are enumerated because city boundaries are not clearly marked on the census maps.
3. An enumerator criss-crosses the street rather than circling the block.
4. An enumerator breaks before completing a block and returns to a housing unit that is out of sequence.
5. Schedules are not included for blocks that do not contain housing units and blocks appear to be missing.
6. Large apartment complexes are not enumerated in sequential order and units are missed.

C. Erroneous Structure Type

1. Recreational vehicles are counted as mobile homes or trailers.
2. Housing units identified as single-family residences may contain separate living quarters, such as in-law apartments or accessory units.

D. Incorrect Tabulation

1. The word "vacancy" is listed for a vacant unit rather than the letter "V" and the unit is tabulated as occupied.
2. Schedules are recopied and information is omitted.

- 
3. More than one name is entered on a line and the number of persons is tallied incorrectly.
 4. A housing unit temporarily occupied by a person whose usual place of residence is elsewhere is counted as occupied and the person is enumerated.



APPENDIX

COMPLETED CENSUS SCHEDULE EXAMPLES

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SPECIAL POPULATION CENSUS SHEET

Year or Ordinance: <u>2000</u> City/Town: <u>Stonesville</u>	Enum. Area/Tract No.: <u>11</u> Block No.: <u>1</u> Page No.: <u>1</u> Enumerator: <u>LM</u>
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One Entry Only								
1	2	3	4	5	6	7	8	9
Street or Road	House Address	Apt. No. *	Housing Unit Seq. No.	No. of Units in Structure	Mobile Home/Trailer	Special**	Name of Each Person Whose Usual Place of Residence on the Date of Enumeration Was in This Household (Enter Last Name First)	Line No.
106 th Ave SE	1001		1	1	MH/TR	Spec.	Smith, John B.	Family
					MH/TR	Spec.	—, Jane A.	
					MH/TR	Spec.	—, Robert C.	
					MH/TR	Spec.	—, Diane	
	1003		2	2	MH/TR	Spec.	Wright, Harold	First Unit of duplex; Mother-in-law living with daughter
					MH/TR	Spec.	—, Mary A.	
					MH/TR	Spec.	Adams, Charlotte	
	1005		3	2	MH/TR	Spec.	Deby, Don O.	Second unit of duplex; unnamed infant
					MH/TR	Spec.	—, Lisa	
					MH/TR	Spec.	—, Infant	
White shingle		4	1	MH/TR	Spec.	V	Vacancy	
1007		5	1	MH/TR	Spec.	Alder, Richard	Single Person	
SE 124 th St	3442	1	6	5+	MH/TR	Spec.	Jackson, Mary J.	Six unit apartment building
		2	7	5+	MH/TR	Spec.	Boysen, Hal M.	
					MH/TR	Spec.	—, Violet T.	
		3	8	5+	MH/TR	Spec.	V	
		4	9	5+	MH/TR	Spec.	Anderson, Terrance	
					MH/TR	Spec.	—, Josephine	
					MH/TR	Spec.	—, Robert T.	
					MH/TR	Spec.	—, Alan O.	
		5	10	5+	MH/TR	Spec.	Maynard, Todd M.	
					MH/TR	Spec.	—, Carl N.	
					MH/TR	Spec.	—, Mark T.	
					MH/TR	Spec.	—, Dale P.	
	6	11	5+	MH/TR	Spec.	Jones, Albert		

By using this form, city/town agrees to keep all:

*Each housing unit in structures having only one house address should be separately identified by the letter or number appropriate.

**Special Housing: Unusual living quarters not generally meeting "resident" criteria. Specify type of housing.

Totals from above; ALL housing units and persons listed on THIS page only

Page Totals	
Total Persons:	23
Total Housing Units:	11
Vacant Housing Units:	2
Occupied Housing Units:	9

SPECIAL POPULATION CENSUS SHEET

Year or Ordinance: <u>2000</u> City/Town: <u>Stonesville</u>	Enum. Area/Tract No.: <u>11</u> Block No.: <u>1</u> Page No.: <u>2</u> Enumerator: <u>LM</u>
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				One Entry Only			
1	2	3	4	5	6	7	8
Street or Road	House Address	Apt. No. *	Housing Unit Seq. No.	No. of Units in Structure	Mobile Home/Trailer	Special**	Name of Each Person Whose Usual Place of Residence on the Date of Enumeration Was in This Household (Enter Last Name First)
SE 124th St	(cont.)				MH/TR	Spec.	Jones, Pamela
					MH/TR	Spec.	—, Sandra
	3444	A	12	2	MH/TR	Spec.	Markey, John D.
					MH/TR	Spec.	—, Jean
					MH/TR	Spec.	—, Lois A.
		B	13	2	MH/TR	Spec.	Bradley, Herman
	3446		14	1	MH/TR	Spec.	♀
	3448		15	1	MH/TR	Spec.	Tinker, Marvin
					MH/TR	Spec.	—, Diane
	3450		16		MH/TR	Spec.	Breeze, Alan T.
					MH/TR	Spec.	—, Marion
	3452		17	1	MH/TR	Spec.	♀ V
	3454		18	1	MH/TR	Spec.	Mason, Glen
					MH/TR	Spec.	—, Arlene T.
				MH/TR	Spec.	—, Robb	
				MH/TR	Spec.	—, Kari	
				MH/TR	Spec.	—, Clint	
108th Ave SE	6018		19	1	MH/TR	Spec.	Walker, Jessie
					MH/TR	Spec.	—, Trudy
					MH/TR	Spec.	—, Hiram T.
	6020		20	1	MH/TR	Spec.	Recchia, Leonard
					MH/TR	Spec.	—, Ann O.
					MH/TR	Spec.	
					MH/TR	Spec.	

By using this form, city/town agrees to keep all c

*Each housing unit in structures having only one house ad should be separately identified by the letter or number app

**Special Housing: Unusual living quarters not generally boats, boxcars, tents, recreational vehicles, etc.). Only cou meeting "resident" criteria. Specify type of housing.

Totals from above; ALL housing units, incl. callback, and persons listed on THIS page only

Page Totals

Total Persons:	19
Total Housing Units:	9
Vacant Housing Units:	1
Occupied Housing Units:	8

Household members carried from previous page

Father-in law in basement apartment
Cleared Callback

Mobile home/trailer
Cleared callback verified vacancy

Family member away at college

CALLBACK SPECIAL POPULATION CENSUS SHEET

Year or Ordinance: <u>2000</u> City/Town: <u>Stonesville</u>	Enum. Area/Tract No.: <u>11</u> Block No.: <u>1</u> Page No.: <u>2</u> Enumerator: <u>LM</u>
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				One Entry Only				
1	2	3	4	5	6	7	8	9
Street or Road	House Address	Apt. No. *	Housing Unit Seq. No.	No. of Units in Structure	Mobile Home/Trailer	Special**	Name of Each Person Whose Usual Place of Residence on the Date of Enumeration Was in This Household (Enter Last Name First)	Line No.
SE 124th St.	3446		14	1	MH/TR	Spec.	Gross, Marvin	
					MH/TR	Spec.	—, Janet P.	
					MH/TR	Spec.	—, Bruce A.	
					MH/TR	Spec.		
					MH/TR	Spec.		5
					MH/TR	Spec.		6
					MH/TR	Spec.		7
					MH/TR	Spec.		8
					MH/TR	Spec.		9
					MH/TR	Spec.		10
					MH/TR	Spec.		11
					MH/TR	Spec.		12
					MH/TR	Spec.		
					MH/TR	Spec.		
					MH/TR	Spec.		
					MH/TR	Spec.		
					MH/TR	Spec.		
					MH/TR	Spec.		
					MH/TR	Spec.		
					MH/TR	Spec.		19
					MH/TR	Spec.		20
					MH/TR	Spec.		21
					MH/TR	Spec.		22
					MH/TR	Spec.		22
					MH/TR	Spec.		23
				MH/TR	Spec.		25	

Enumeration of the callback

Notice left on first visit when residence not home

By using this form, city/town agrees to keep all information confidential.

*Each housing unit in structures having only one house address should be separately identified by the letter or number appropriate.

**Special Housing: Unusual living quarters not generally used for housing (e.g., boats, boxcars, tents, recreational vehicles, etc.). Only count if meeting "resident" criteria. Specify type of housing.

COUNT PERSONS ONLY! Housing unit counted on original page only

Page Totals

Total Persons: 3

Total Housing Units: 1

Vacant Housing Units: 0

Occupied Housing Units: 1

SPECIAL POPULATION CENSUS SHEET

Year or Ordinance: <u>2000</u> City/Town: <u>Stonesville</u>	Enum. Area/Tract No.: <u>11</u> Block No.: <u>7</u> Page No.: <u>1</u> Enumerator: <u>LM</u>
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				One Entry Only				
1	2	3	4	5	6	7	8	9
Street or Road	House Address	Apt. No. *	Housing Unit Seq. No.	No. of Units in Structure	Mobile Home/Trailer	Special**	Name of Each Person Whose Usual Place of Residence on the Date of Enumeration Was in This Household (Enter Last Name First)	Line No.
	2200	1	1	5+	MH/TR	Spec.	Jackson, Bob D.	1
					MH/TR	Spec.	_____, Betty T.	2
		2	2	5+	MH/TR	Spec.	Oberlander, Rich	3
		3	3	5+	MH/TR	Spec.	Ghetti, Paul W.	4
		4	4	5+	MH/TR	Spec.	McLennon, Pat. T.	5
					MH/TR	Spec.	_____, Pamela	6
		5	5	5+	MH/TR	Spec.	Seals, Art	7
		6	6	5+	MH/TR	Spec.	V. _____	8
		7	7	5+	MH/TR	Spec.	Short, Luke F.	9
		8	8	5+	MH/TR	Spec.	Smith, Mark T.	10
	2300		9	1	MH/TR	Spec.	Marchetti, Joe	11
					MH/TR	Spec.	_____, Mary M.	12
					MH/TR	Spec.	_____, Angela D.	13
					MH/TR	Spec.	_____, Matthew L.	14
	2320		10	1	MH/TR	Spec.	Parks, Larry	15
					MH/TR	Spec.	_____, Lisa P.	16
					MH/TR	Spec.	_____, Lois K.	17
					MH/TR	Spec.	_____, Lorraine L.	18
	2340	A	11	2	MH/TR	Spec.	Tipton, Harold H.	19
					MH/TR	Spec.	_____, Georgia C.	20
		B	12	2	MH/TR	Spec.	Topper, Hugh	
	2400	8	13	*Boat	MH/TR	Spec.	Brahn, Peter G.	
		12	14	*Boat	MH/TR	Spec.	Olsen, Margaret	
					MH/TR	Spec.		
					MH/TR	Spec.		25

Special housing units – recreational boats used as housing

By using this form, city/town agrees to keep all
 *Each housing unit in structures having only one house ad should be separately identified by the letter or number app
 **Special Housing: Unusual living quarters not generally boats, boxcars, tents, recreational vehicles, etc.). Only cot meeting "resident" criteria. Specify type of housing.

* recreational

Office of Financial Management

Totals from above; ALL housing units, incl. specials, and persons listed on this page only

Page Totals

Total Persons:	<u>22</u>
Total Housing Units:	<u>14</u>
Vacant Housing Units:	<u>1</u>
Occupied Housing Units:	<u>13</u>

State of Washington

Revised February 1994

GROUP QUARTERS SPECIAL POPULATION CENSUS SHEET

Year or Ordinance: <u>2000</u>	Mountain View Nursing Home	Enum. Area/Tract No.: <u>11</u>
City/Town: <u>Stonesville</u>		Block No.: <u>11</u>
		Page No.: <u>1</u>
		Enumerator: <u>LM</u>

				One Entry Only				
1	2	3	4	5	6	7	8	
Street or Road	House Address	Apt. No. *	Housing Unit Seq. No.	No. of Units in Structure	Mobile Home/ Trailer	Special**	Name of Each Person Whose Usual Place of Residence on the Date of Enumeration Was In This Household (Enter Last Name First)	Line No.
SE 24 th St.					MH/TR	Spec.	Janusson, John L.	1
					MH/TR	Spec.	Black, Ethel O.	2
					MH/TR	Spec.	Holm, E. G.	3
					MH/TR	Spec.	Roberts, Jim	4
					MH/TR	Spec.	Madsen, Hubert	5
					MH/TR	Spec.	Kegg, Glenn	6
					MH/TR	Spec.	Oberson, Donald	7
					MH/TR	Spec.	Lykes, Christa M.	8
					MH/TR	Spec.	Branch, Berntha	9
					MH/TR	Spec.	Mapes, Albert N.	10
					MH/TR	Spec.	Moses, J. J.	11
					MH/TR	Spec.	Mitchell, Arlene	12
					MH/TR	Spec.	Foutt, Will	13
					MH/TR	Spec.	Paredes, Agatha	14
					MH/TR	Spec.	Rascall, Ronald	15
					MH/TR	Spec.	Williamson, Donald	16
					MH/TR	Spec.	Opal, Susan D.	17
					MH/TR	Spec.		18
					MH/TR	Spec.		19
					MH/TR	Spec.		20
					MH/TR	Spec.		21
					MH/TR	Spec.		22
					MH/TR	Spec.		22
					MH/TR	Spec.		23
					MH/TR	Spec.		25

By using this form, city/town agrees to keep all
 *Each housing unit in structures having only one house at
 should be separately identified by the letter or number apt
 **Special Housing: Unusual living quarters not generally
 boats, boxcars, tents, recreational vehicles, etc.). Only co
 meeting "resident" criteria. Specify type of housing.

Total of
 persons only;
 group quarters
 not included in
 count of
 housing units

Page Totals

Total Persons: 17
 Total Housing Units:
 Vacant Housing Units:
 Occupied Housing Units: